



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Human Resources Specialist

Division of Human Resources

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. OSSE is focused on sustaining, accelerating, and deepening the progress being made for the District's 90,000+ students. OSSE serves as the District's liaison to the U.S. Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations to provide critical programming and resources to our stakeholders.

OSSE is looking for passionate HR specialists (specifically employee relations and recruiters) who want to make our 1,900+ person agency the best workplace in DC! As we build and grow our HR team, we are looking for talented employee relations specialists and recruiters. If you're interested in helping transform the workplace experience of our employees, as well as help OSSE ensure all students in DC achieve in college and career success, apply now.

The Human Resources Specialist serves as liaison between the agency and the D. C. Department of Human Resources, and as the initial HR point of contact for the agency. Incumbent is responsible for: providing the full range of technical, assistance, guidance, and advisory services to managerial, supervisory and nonsupervisory staff in the management of human resource activities for the agency; and resolving human resource and administrative issues/problems which he/she must provide the stimulus of resourceful leadership. The work involves the development and submission of HR (personnel action) requests related to recruitment, staffing, position classification, employee and labor relations, training, record management, incentive awards, proposal for adverse action, grievances and appeals, performance evaluations, tours of duty, leave and pay administration, and other human resource matters.

Specific functions of the HR Specialist include:

- Prepares position vacancy announcements, in collaboration with the manager, supervisor or other senior level staff, comparing the vacancy announcements with the position descriptions. Reviews vacancy announcements for quality and accuracy to advertise jobs. In conjunction with the hiring manager, assures that position vacancies are posted in the appropriate media, list serves, and websites.
- Interprets, analyzes, and applies qualification standards, position requirements, job analysis, and evaluation plans. Determines qualification requirements for all levels of jobs, including nonsupervisory, supervisory and managerial with non-specialized and specialized requirements in accordance with regulations, rules, and industry standards.

- Prepares and/or reviews Selection Certificates which list eligible job applicants, assuring adherence and compliance with the procedural requirements of the Department of Human Resources (DCHR), and conformance with the goals and objectives of the agency. Conducts personal reference checks on applicants.
- Initiates personnel action for new employees in PeopleSoft. Creates the Job Requisition in the ASMP PeopleSoft system. Enters personnel actions, requisitions, etc. into PeopleSoft.
- May, conduct in-house orientation of new employee as it relates to the policies and procedures outlined for the agency. As a representative of the agency, assists with and attends recruitment activities including job fairs.
- Develops, analyzes, and evaluates administrative procedures, functions, controls, and systems for the agency. Researches, interprets and applies various pertinent laws and standards including District and Federal regulations and procedures related to personnel matters and administrative issues/problems.
- Participates in the development of various forms, statistical reports, and narrative reports requested by agency management and DCHR. Assures that agency managers and supervisors understand them, through trainings, coaching, and other means which include policies, notices, issuances, etc.
- Identifies, develops and maintains ongoing recruitment sources including, but not limited to, community relationships, job fairs, college recruiting, networking with community and professional based organizations, and print media. Research market trends to understand the complexity of staffing and equitable compensation.
- Performs other job-related duties as assigned.

Key qualifications for the role include:

- Thorough knowledge of and skill in applying HR recruitment, staffing and placement principles, concepts, practices, laws, regulations, policies, and precedents sufficiently to provide HR management advisory and technical services on organizational functions and work practices.
- Thorough knowledge of and understanding of the principles and methods of job analysis. Thorough understanding of the relationship of other specialized fields of HRM, such as position management, succession planning, and workforce development.
- Thorough knowledge of, and the ability to understand and apply District, federal and other applicable personnel laws, rules and regulation in order to complete work assignments related to competitive and non-competitive HR actions accurately.
- Thorough knowledge of analytical, research and evaluative methods; interviewing techniques and methods; and skill to plan and organize the work; to deal with issues and problems; to identify and isolate controlling issues for situations; and to understand the nature of the problems. Ability to make logical and objective determination of pertinent facts.
- Understanding of the Equal Employment Opportunity (EEO), the American with Disabilities Act (ADA), and special emphasis employment programs. Understanding of labor-management relations, and of the union contract which supports union employees.

Our ideal candidate will also have:

- Thorough knowledge of customer service theories and practices, business process redesign practices, project management, and program evaluation.
- Skill in written and oral communication sufficient to prepare and present findings; to carry out specific actions regarding issues; to prepare reports and findings with recommendations; and to make presentations.
- Demonstrated computer skills using various Microsoft software packages (i.e., Word, Excel, PowerPoint, Outlook), HRIS software and payroll modules in PeopleSoft.

Interested applicants should register for the [OSSE Virtual Hiring Fair](https://osse.dc.gov/page/hiring-fair-osse).

Full Link = <https://osse.dc.gov/page/hiring-fair-osse>.